

LIFEGUARD/INSTRUCTOR

DISTINGUISHING FEATURES

The fundamental reason the Lifeguard/Instructor exists is to provide supervision and instruction of various age groups in swimming and diving activities and for the safety of patrons in the swimming area for the Community Services Department. This classification is not supervisory. Work is performed under general supervision by the Assistant Pool Manager or Pool Manager.

ESSENTIAL FUNCTIONS

Cashier - Answers phones, operates cash register, enters data on computer, completes records and reports; provides quality customer service.

Lifeguard - Sits in stationary lifeguard chair; walks and stands to observe swimmers in the pool and on the pool deck for accidents occurring in the water, on the deck, or on the diving equipment. Enters chemically treated pool water to rescue persons in trouble, participate in training, and safety checks of pool equipment and pool areas. Verbally enforces policies, rules, regulations, and ordinances governing the conduct of people using the swimming pool and pool deck area. Performs rescue and administers artificial respiration, CPR, and first aid.

Instructor – Demonstrates skills and helps class participants learn to swim, while in chemically treated pool water. Performs administrative duties related to classes such as registration, public relations, and completes records and reports.

MINIMUM QUALIFICATIONS

Knowledge, Skills, and Abilities

Knowledge of:

Principles and methods used in teaching of swimming.

Lifesaving methods and procedures, including first aid and standard resuscitation measures.

Pool rules and regulations

Ability to:

Act quickly and calmly in emergencies.

Lift arms above shoulder level.

Administer first aid and CPR.

Perform rescue actions.

Communicate effectively with staff and public.

Lift a dead weight usually exceeding 100 pounds.

Work in chemically treated swimming pool water and in direct sunlight.

Lift equipment weighing up to 50 pounds on a daily basis.

Perform safety checks of pool equipment and areas.

Sit in stationary lifeguard chair for long periods of time.

Observe swimmers in and around the pool.

Effectively demonstrate and explain swim skills to class participants

Perform various clerical duties and operates office equipment including a personal computer and related software.

Operate a cash register and make simple mathematical calculations

Firmly but tactfully enforce rules and regulations.

Establish and maintain effective working relationships with other City staff and the public.

Work safely.

Education & Experience

Cashier: Must be 15 years of age at the time of hire. Experience with customer service, handling cash, cash register operation in a work environment, and computer data entry skills preferred. Other combinations of education and experience, which provide knowledge, skills and abilities required to perform the work, may be accepted. **Lifeguard:** Must be a minimum of 15 years of age at the time of hire. Must possess current American Red Cross Lifeguard Training/First Aid and American Red Cross CPR for the Professional Rescuer certifications. Current certifications must be shown at the time of interviews.

Instructor: Must be a minimum of 17 years of age at the time of hire. Must possess a current American Red Cross Water Safety Instructor certification. Current American Red Cross Lifeguard Training/First Aid and American Red Cross CPR for the Professional Rescuer certifications.

The Parks, Recreation & Facilities Department enforces dress and appearance standards related to uniform, clothing, displaying tattoos, visible pierced body parts, hair color and style. Bilingual skills are highly desirable.

Current certifications must be shown at the time of interviews.

FLSA Status: Non-exempt

HR Ordinance Status: Classified